

Journal of Environmental Information Science
MANUSCRIPTS WRITING GUIDELINE

1. Proofreading by native speaker

Authors whose first language is not English are urged to have their manuscript read by a native English speaker with sufficient experience in writing English manuscripts who is familiar with their field of work before submitting the paper.

2. Manuscript Format and Quantity

- Manuscripts are to be typed on A4 size (210 X 297mm, JIS), and a perfect block-copy manuscript must be drawn up. You can download word template from the homepage of the center.
- Main body of the manuscript is finished to be two columns of 46 lines per page.

3. Manuscript Contents and Structure

- In the first page of manuscript, category of submission, title, authors names, abstract (less than 15 lines), keywords (less than 6 words) are described. In the footnote of the first page, authors' affiliations (job titles are not filled in) are described. If there are multiple authors, an asterisk (*) placed after the first author's name, and two asterisks(**) placed after the second author's.
- Number all pages and lines consecutively.

4. Main Text

- Divide the main text of the article into each sections such as INTRODUCTION, METHODS, RESULTS, DISCUSSION (or RESULTS AND DISCUSSION), CONCLUSIONS.
- Sections should be numbered 1. , 1.1 , 1) , (1) , a..... , and both INTRODUCTION and CONCLUSIONS are not numbered.
- To maintain fairness of the examination, avoid the expression that an author can identify in the text. In the ACKNOWLEDGEMENTS, secure spaces of the text only. In the case of the adoption, fill out the text of the final manuscript.

5. Figures / Tables / Photos

- Figures and Tables are complete block copy and must be clear, and affix it to the position of articles concerned.
- Each tables, figures, and photos must be numbered consecutively (e.g. Table 1, Figure 1, Picture 1) . Enter the title above the tables, and below the figures and photos.
- Tables, figures and photos should be laid out in the top or the bottom of the pages, referring the attached layout sample.

6. Notes

- If Notes are necessary, indicated the relevant places in the main body of the text using the symbols 1), 2), ... (n) typed in superscript, and insert all notes together before the References.
- Web references are treated as Notes, and indicated information such as author names or homepage builder, site manager, the date of update, title of article, URL, the date when the reference was last accessed, etc.

e.g. ¹⁾ Ministry of the Environment (03/29/2004 updated) MOE PRTR data page.
<<http://www.prtr-Info.jp/prtrinfo/Index.htm>>, 10/25/2004 referred.

7. References

- In the text, references should be cited by authors' last name (with first name when confusing) and years of publication. If there is more than one work by the same author in the same year, a, b, etc. is added to the year.

e.g. Yamasaki (1986a)

Yamasaki and Maeda, T. (1993)

- The References should be limited to those which have a particular connection with the main body of the text and listed in alphabetical order, by the authors' last names.

The following standard form for citations from papers and books should be used;

a) Journal paper :

- Name<s> and initial<s> of all authors (year of publication) full title of the paper. *Journal title* <in italic >, volume number, first and last page numbers. < written language except English >

e.g. Sugimura, K., Yamada, F. and Miyamoto, A. (2003) Population trend, habitat changes and conservation of the unique wildlife species on the Amami Island, Japan. *Global Environmental Research*, No.7, 79-89, (in Japanese).

b) Single contributions in a book :

- Name<s> and initial<s> of all authors (year of publication)title of articles. editor<s>, "title of book", first and last page numbers, publisher, the place of publication. < written language except English >.

e.g. Nicholas, V., Brokaw, L. and Lent, R.A. (1999) Vertical structure. In: Hunter, M. L., ed., "Maintaining Biodiversity in Forest Ecosystems", 373-399, Cambridge University Press, Cambridge, UK.

c) Book :

- Name<s> and initial<s> of all authors (year of publication)title of book. publisher, the place of publication, full page number. < written language except English >.

e.g. Takacs, D. (1996) The Idea of Biodiversity: Philosophies of Paradise. The Johns Hopkins University Press, Baltimore and London, 393pp.

【Layout Sample of figures, tables and pictures】

Table 1 *****



Figure 1 *****

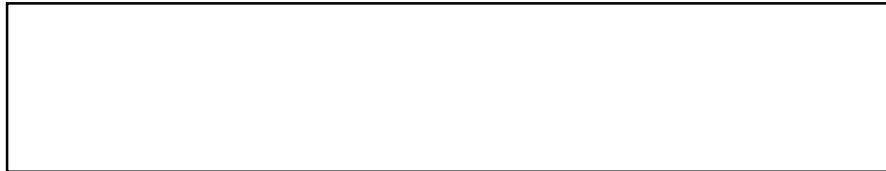
False example
a. Charts are laid out between sentences.
b. Charts are laid out protruding to the other column.

Figure 2 *****

Picture 1 *****



Table 2 *****



Journal of Environmental Information Science

Guideline on creating PDF files of the manuscript

When creating a PDF file of your manuscript, be sure to observe the following points.

- 1. Please embed all fonts to avoid garbled text**
- 2. If the PDF contains image data such as photos and other image data, and you want to hide a part of it or add text, please edit the image itself.** (Diagrams and charts that are simply shapes or text boxes overlaid on top of an image run the risk of losing their layout.)
- 3. When masking the author's name or affiliation etc., please leave the relevant part blank, not hiding it with any graphics.** (Because the letters under graphics can be recognized)
- 4. Please do not set all security and external links, such as passwords, etc.**